

AGENDA

NORTH DAKOTA RACING COMMISSION

Live and Telephone Meeting

500 North 9th Street, Bismarck, ND

Thursday, October 21, 2004

1:00 p.m. (central)

1. Approval of Minutes
 - May 18th Meeting
2. Accept the resignation of the Director of Racing
3. Authorize the Administrative Officer, along with the assistance of the Human Resource Officer of the Office of Attorney General, to advertise the job announcement for the Director of Racing position.
4. Appoint Selection Committee
5. Authorize the Chairman of the Commission to sign purchase requests, expense and travel vouchers, and time sheets, during the absence of the Director and until a replacement is hired.
6. Consideration of compensatory raise for the Administrative Officer.

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If you plan to attend the meeting and will need special facilities or assistance relating to a disability, please contact the Racing Commission at 701-328-4633.

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NORTH DAKOTA RACING COMMISSION
Live and Telephone Meeting
500 North 9th Street, Bismarck, ND
Thursday, October 21, 2004
1:00 p.m. (central)

PRESENT:

Chairman James Boehm, Commissioners James Arthaud, James Clement and Administrative Officer Helen Tessmann.

By Telephone: Commissioners Clarence Frederick, Sr. and DeAnn Pladson

OTHERS PRESENT:

Mike Cichy, Lien Games, Inc.
Janell Cole, The Forum
Dave Thompson, ND Public Radio
Randall Mossy
Leon Glasser, ND Quarter Horse Association

Chairman Boehm called the meeting to order at 1:10 p.m. Chairman Boehm asked the Administrative Officer to take the roll call as indicated below:

Commissioner Arthaud	-	Here
Commissioner Clement	-	Here
Commissioner Frederick	-	Here (by phone)
Commissioner Pladson	-	Here (by phone)
Chairman Boehm	-	Here

Chairman Boehm welcomed all commissioners and announced the first item on the agenda was to approve minutes of May 18th, 2004.

AGENDA ITEM #1

1. **Approval of Minutes**
 - May 18th Meeting

Previously all commissioners had received by mail a copy of the minutes for the May 18th, 2004 meeting. Chairman Boehm asked for a motion to approve such minutes.

Commissioner Clement made the motion to approve the minutes of the May 18, 2004 meeting. The motion was seconded by Commissioner Arthaud.

Chairman Boehm asked the Administrative Officer Tessmann to take the roll:

Commissioner Arthaud	-	Yes
Commissioner Clement	-	Yes
Commissioner Frederick	-	Yes
Commissioner Pladson	-	Yes
Chairman Boehm	-	Yes

The motion carried unanimously.

AGENDA ITEM #2

2. Accept the resignation of the Director of Racing

Chairman Boehm stated that the Commission had received the resignation from Director of Racing, Paul Bowlinger. Discussion was held.

Commissioner Arthaud made the motion to accept the resignation of Paul Bowlinger as Director of Racing. The motion was seconded by Commissioner Clement.

With no further discussion Chairman Boehm asked the Administration Officer to call the roll:

Commissioner Arthaud	-	Yes
Commissioner Clement	-	Yes
Commissioner Frederick	-	Yes
Commissioner Pladson	-	Yes
Chairman Boehm	-	Yes

The motion carried unanimously.

Mr. Paul Bowlinger has accepted a national position of Executive Director of North American Pari-Mutuel Regulators Association.

Chairman Boehm continued with agenda item #3.

AGENDA ITEM #3

3. Authorize the Administrative Officer, along with the assistance of the Human Resource Officer of the Office of Attorney General, to advertise the job announcement for the Director of Racing position.

Commissioners had previously been provided with copies of the job description, job announcement and an estimated cost of advertising.

Commissioner Frederick asked how long the commission has to advertise. Chairman Boehm suggested that the opening would be October 26th with closure on November 22, 2004 which would give about a month to accept applications.

Commissioner Clement made the motion to authorize the Administrative Officer, assisted by the Human Resource Officer of the Office of Attorney General, to advertise the Director of Racing's job announcement. The motion was seconded by Commissioner Arthaud.

After discussion Chairman Boehm asked Administration Officer Tessmann to call the roll:

Commissioner Arthaud	-	Yes
Commissioner Clement	-	Yes
Commissioner Frederick	-	Yes
Commissioner Pladson	-	Yes
Chairman Boehm	-	Yes

The motion carried unanimously.

Discussion was held in regards to where to advertise, opening and closing dates, range of salary, whether the position would be part time, three quarter time, or full time, estimated starting date and consideration to condense the job description to reduce the cost of advertising.

Commissioner Clement made the motion to advertise by placing a condensed job announcement of the ND Racing Commission seeking a full time Director of Racing. Salary negotiable depending on experience and the salary range being \$45,000 - \$60,000 with benefits. Opening date being October 26th with a closing date of November 22nd, 2004. Placement of the advertisement to include six newspapers of the cities of Bismarck, Dickinson, Williston, Minot, Grand Forks and Fargo and any web sites with total advertising costs not to exceed \$700. The Chairman to appoint a selection committee of three members to present finalists to the full commission to interview. The motion was seconded by Commissioner Frederick.

With no further discussion, Chairman Boehm asked the Administrative Officer to call the roll:

Commissioner Arthaud	-	Yes
Commissioner Clement	-	Yes
Commissioner Frederick	-	Yes
Commissioner Pladson	-	Yes
Chairman Boehm	-	Yes

The motion carried unanimously.

Discussion was held as to when employment of the new Director would take effect.

Commissioner Clement made the motion that employment of the Director of Racing would take effect as of January 2, 2005. Commissioner Arthaud seconded the motion.

With no further discussion, Chairman Boehm asked the Administrative Officer to call the roll:

Commissioner Arthaud	-	Yes
Commissioner Clement	-	Yes
Commissioner Frederick	-	Yes
Commissioner Pladson	-	Yes
Chairman Boehm	-	Yes

The motion carried unanimously.

Discussion was held stating that January 2nd was a Sunday and first work day would be January 3rd.

AGENDA ITEM #4

4. Appoint Selection Committee

Chairman Boehm made the recommendation to appoint Commissioner Jim Arthaud, Administrative Officer Helen Tessmann and himself to serve on the Selection Committee to review the applications for the Director of Racing position. This committee would provide finalists for the full commission to interview.

Commissioner Clement made the motion to approve the Chairman's appointment of Commissioner Jim Arthaud, Administrative Officer Helen Tessmann and the Chairman to serve on the Selection Committee. Commissioner Frederick seconded the motion.

After no further discussion, the Chairman asked the Administrative Officer to call the roll:

Commissioner Arthaud	-	Yes
Commissioner Clement	-	Yes
Commissioner Frederick	-	Yes
Commissioner Pladson	-	Yes
Chairman Boehm	-	Yes

The motion carried unanimously.

AGENDA ITEM #5

5. Authorize the Chairman of the Commission to sign purchase requests, expense and travel vouchers, and time sheets, during the absence of the Director and until a replacement is hired.

Commissioner Arthaud made the motion to authorize the Chairman of the Commission to sign purchase requests, expense and travel vouchers, time sheets, and other matters in regards to the daily business during the absence of the Director and until a replacement is hired. The motion was seconded by Commissioner Clement.

With no further discussion, Chairman Boehm asked the Administrative Officer to call the roll:

Commissioner Arthaud	-	Yes
Commissioner Clement	-	Yes
Commissioner Frederick	-	Yes
Commissioner Pladson	-	Yes
Chairman Boehm	-	Yes

The motion carried unanimously.

AGENDA ITEM #6

6. Consideration of compensatory raise for the Administrative Officer.

A list of additional duties for the Administrative Officer was previously provided to the commissioners. Chairman Boehm stated that due to the increase in work load placed upon the Administrative Officer in the absence of a director that it was determined necessary to grant a compensatory raise in salary.

Commissioner Arthaud made the motion to authorize an increase of 20% of the current monthly salary to the Administrative Officer due to the additional work load in the absence of a Director. The motion was seconded by Commissioner Clement.

Commissioner Frederick and Chairman Boehm thanked Helen Tessmann for the marvelous job she has been doing as Administrative Officer for the Racing Commission.

With no further discussion, Chairman Boehm asked the Administrative Officer to call the roll:

Commissioner Arthaud	-	Yes
Commissioner Clement	-	Yes
Commissioner Frederick	-	Yes
Commissioner Pladson	-	Yes
Chairman Boehm	-	Yes

The motion carried unanimously.

It was determined a motion was needed for an effective date for the compensatory raise to take effect for the Administrative Officer.

Commissioner Arthaud made a motion that the compensatory raise for the Administrative Officer to take effect retroactive to October 1st, 2004. Commissioner Clement seconded the motion.

With no further discussion, Chairman Boehm asked the Administrative Officer to call the roll:

Commissioner Arthaud	-	Yes
Commissioner Clement	-	Yes
Commissioner Frederick	-	Yes
Commissioner Pladson	-	Yes
Chairman Boehm	-	Yes

The motion carried unanimously.

Chairman Boehm stated that since there were not any other matters before the commission he asked for the motion to adjourn.

Commissioner Arthaud made the motion to adjourn the meeting. The motion was seconded by Commissioner Clement.

The meeting adjourned at 1:40.p.m. on October 21, 2004.